CBS Manager Meeting Minutes

Name of group holding the meeting: CBS Managers

Who called the meeting: Bob Bair

Date: 12/09/04
Time: 10:30
Place HCHB

Attendees:

Bob Bair	(OFM)
John Sansing	
Myrian Myer	
Patricia Jackson	
Teresa Coppolino	(NIST)
Wende Wiles	
Scott Montgomery	
Jackie Liles	(NOAA)
Jim Aikman	(Census)
Avis Merkl	
Cathy Ayoob	
Ghee Tara	(EDA)

Agenda:

Status of CSTARS/CBS Interface
Status of CCR
Status of other projects - Budget module, Trial Table, and reimbursable agreements
Maximum length of time bureaus have to test software project code deliveries before the code goes into the standard maintenance mode - This is a performance measurement issue for the new contract.
Bureau activities

Key issues or topics addressed:

ITA System Replacement Effort: John, Bob, and Teresa have been working with ITA on the option of NIST providing accounting cross-servicing support. The CSC has received ITA's functional requirements and volume of transactions. ITA will conclude their evaluation of CBS within the next month or so. ITA will then send an RFI to JFMIP certified vendors to evaluate other system replacement alternatives. ITA's decision is expected in early spring.

JFMIP responsibilities were realigned to fall under OMB: Under the new structure, the JFMIP Program Management Office (PMO), which certifies financial management software, will report to a new Chief Financial Officers Council (CFOC) committee to be chaired by the Chief of OMB's Office of Federal Financial Management (OFFM), Federal Financial Systems Branch.

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Exihibit 300: CBS Exhibit 300 got the highest score of all of the DOC Exhibit 300s. The bad news is that the IT Exhibit 300 scored 4 of out 5 last year and this year it scored 2 out of 5. We need to work with the CIO to improve that score.

Financial Business Case task team: Web Enable project team is working with the Financial Business Case task team (lead by Paula Copeland) to obtain base line data on the architecture of each bureau. The Financial Business Case task team needs metrics of financial and administrative data, such as the cost to run each system and will identify best practices, options for streamlining, and process improvements. This effort could choose one organization to process payments and another organization to centralize other business processes. The Team will contact CBS managers to collect this information. The Team is also working with the Hackett Group, who are experts in collecting data to evaluate shared services and can compare this data with that of other government agencies and the industry. The results of this business case are expected in June.

Defining a contractual rework period: Maximum length of time bureaus have to test software project code deliveries before the code goes into the standard maintenance mode - This is a performance measurement issue for the new contract. Under the new Systalex contract, we need to agree on how to track and hold the Contractor to the definition of rework. In a firm fixed price contract, the contractor estimates how many reworks will result from the code changes and the cost is included in the firm fixed price quoted to the government. However, this firm fixed price will support all reworks identified within the statue of limitiation of the rework period. Reworks identified after the statue of limitation are handled under maintenance at additional cost. We need to define what is a workable/reasonable period of time for reworks to be identified and thus included in the initial firm fixed price cited by the Contractor. Bureaus were asked to think about this concept and within a week or so they would receive an e-mail asking for their input.

Definition for level 1 AR: The CSC is planning to redefine the definition of level 1 ARs. Level 1 ARs are continuing to take resources from the maintenance release. We will have a group examine the definition for more critical look at what problems are categorized as level 1s.

CAMS to CBS Name Change: Please discontinue the use of the CAMS logo. Census was asked to see if they could develop a logo as they developed the previous one.

Testing Working Group: This Group is coordinating the testing effort. Bureaus should consider what it takes to test code when considering the timeframe for the contractual period for reworks.

Communication/Scheduling Group: This Group will provide approval for the project plans. This is a key group as it is through this Group that the Bureaus can voice issues with testing 5 projects at the same time. The level 1 definition will be discussed by this Group.

Central Contractor Registry/CSTARS: The Bureaus will hear from Jerry Rorstrom-Lee within a few days on the need to promote and test the CCR code. The code is still scheduled to be delivered on December 20th. It was recommended that Bureaus put a task order in place to receive contractual support to help with the data cleanup and to

reconcile the vendor their vendors with the CCR vendors, as well as help cleaning up the DUNS Number. There will be some manual efforts needed as well such as calling the vendor to determine what data is correct. This needs to be done as the code will need to be tested and promoted quickly.

Trial Table: The trail enhancement project will add fields to the trial table. The Team is also evaluating the impact and design solutions for posting to trial. By the end of the FY we will decide which trial structure. Plans to introduce the new trial structure this year in a way that will not impact Data Warehouse or other files that pull data from trial. However, we have learned that Bureaus have code pull data from trial and writing to other tables, this change will present problems from those situations. Those situations should not exist. The Functional Requirements Document will be issued the end of December and the comments will be due the second week of January.

Reimbursable Agreements: The CSC is evaluating the list of task provided by NIST. This project is expected to include small changes that might be handled via the maintenance release. A requirements document will be created for each of the changes.

Budget Module: This Team has been meeting weekly, the requirements document will be issued this week. This task will include changes to the allotments and the allotment pool relationships.

Reorganization: We need to set up a group to discuss alternatives. An e-mail was sent out informing the group that the first meeting is December 17. This will almost guarantee that there will be no SQL changes to trail. This task will also revise the closing program so that it post beginning balances at lower levels. The approach will partition data by accounting year. Bureaus will need to perform year-end closing on time in order for this to work.

Funds Control for Batch Processes: This is one of the 2005 initiatives. This effort has not started yet, hope to have a meeting in January. This will include the bank card fund control defaults for projects.

Bank Card use of Accounts Payable SI: Purchase card should be using the APSI. While this is not a 2005 initatives, we are looking to work on this in 2005.

Other Items:

Census:

- Question of the budget deconstruction relating to determining the cost of e-travel and whether Census should spend funds in that area. The cost for e-travel was cited as $700K. Bill Starr has sent e-mail response to Census. Census is having trouble receiving e-mail. The CSC and Census are working to resolve the e-mail problems.

NOAA:

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- None

NIST:

NIST Portal: NIST will discuss the Portal options at the CBS Executive Board Meeting in January.

Action Items

1. Bob Bair will send e-mail asking Bureaus for input on the concept of defining the contractual rework period.
2. SSD will contact Bureaus concerning the CCR delivery and the need to test and promote this code quickly.
3. Census/CSC e-mail difficulties need to be resolved.
4. Census will look into whether they can develop the CBS logo.

Dates of Next CBS Manager Meetings will be:

January 13th – NIST
February 10th – CSC
March 10th – Census
April 14th – NOAA
May 12th – EDA
June 9th – NIST
July 14th – CSC
August 11th - Census